

September 18, 2015

**FULL- TIME STAFF POSITION ANNOUNCEMENT
JUVENILE ALTERNATIVE PROGRAM COORDINATOR**

Qualified candidates should demonstrate an ability to work independently and with minimal supervision. Incumbent serves as Coordinator for the Juvenile Alternative Program. Incumbent will be responsible for administering and implementing program goals and objectives as outlined by the Department of Correction. Incumbent must have knowledge of the judicial system, juvenile courts, case management, etc. Qualified candidates should possess education and/or experience and training equivalent to a Bachelor's Degree in criminal justice, social work, or related field.

Responsibilities will include but not limited to:

- *Ability to effectively work and communicate orally and in writing while maintaining strict confidentiality.
- *Ability to have direct interaction with juvenile participants on a daily basis. This interaction includes insuring compliance with program rules and regulations, supervision of juveniles, teaching cognitive behavioral programs, case management services and modeling pro-social behavior.
- * Ability to work independently with minimal supervision as well as possess strong interpersonal skills.
- *Ability to work closely with the Juvenile Court system and not-for-profit agencies.
- * Must be computer literate.
- * Ability to follow and comply with all program grant requirements, be creative in program ideas, and must be a self-starter.
- *Must display a teamwork attitude and the ability to work effectively as a team and take initiative.
- *Ability to work irregular and/or extended hours when needed.
- *Ability to prepare required forms/reports within the agencies deadlines i.e. statistical reports, violations, case plans, progress reports etc.
- *Must be able to be certified in the Indiana Youth Assessment System (IVAS)
- *Ability to provide encouragement/guidance in modifying attitudes and patterns of behavior
- *Must be able to establish and maintain a working relationship with referral sources within the juvenile judiciary system, juvenile probation etc.
- *Must be able to incorporate Evidence Based Practices in your everyday work
- * Must demonstrate strong human relations skills such as negotiation and conflict resolutions while utilizing motivational interviewing skills
- *Ability to maintain juvenile participant's files, completing program status, reporting violations to the referral source, monitoring and other forms and reports.
- * Ability to directly supervise juvenile work crews
- *Must have a valid Indiana driver's license and demonstrate a safe driving record
- *Must be willing to testify in court. If necessary
- * Must be willing to assist other departments with data entry and case management
- *Other duties as assigned.

If interested in applying for this position, please notify in writing and attach a resume and give to Ann Roberts, Executive Director, at the Community Justice Center located at 123 East 10th Street, Anderson, Indiana by October 1, 2015 by 9:00 am. The Community Justice Center is an Equal Opportunity Employer (EOE).